



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

2101 Mail Service Center • Raleigh, North Carolina 27699-2101

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Dennis W. Streets, Director  
919-733-3983

December 21, 2006

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
DEAR LOCAL MANAGEMENT ENTITY DIRECTOR**

**ATTENTION: Adult Services Supervisors  
Social Services Security Officers  
Local Management Entity Security Officers**

**SUBJECT: Reconciliation of DHHS Blanket Bond**

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2006 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year.

**Instructions for Obtaining "Wards by Agency Report"**

Instead of receiving a hard copy list of your wards from the Division, your agency, with the assistance of your security officer, can now procure its own "Wards by Agency Report" directly from the DHHS Client Services Data Warehouse (CSDW).

Services staff should meet with the agency security officer to establish a collaborative plan for accessing the report. All social services and local management entity security officers have already been granted access to the CSDW, which is found at the following website:

<https://www.dw.dhhs.state.nc.us/wi/>.

The "Wards by Agency Report" may be obtained by doing the following:

1. Click on "*Corporate Reports*" on the left hand side of the screen.
2. Go to "*Categories*" drop down list in upper left of page and highlight "*Guardianship*".
3. Click on "*Active – Wards by Agency Report*".
4. You will be asked to respond to the following prompts:  
    "*Agency Type Equal to*" – you must highlight your agency type.  
    "*Report Month Equal to*" – click on "*Refresh List*"; then click on the drop down list and scroll down to select "*200612*". This is the most current list.

5. After highlighting the appropriate entries, click on “*Run Query*” and your “*Wards by Agency Report*” will appear.
6. Print out a copy of the report.

Security officers needing additional assistance with the CSDW system can contact [csdwsupport@ncmail.net](mailto:csdwsupport@ncmail.net), or call (919) 855-3200 and choose Option 2.

### **Making Changes and Updates to Your List of Wards**

When your printed copy of the “Wards by Agency Report” has been obtained, we request that the entries be reviewed for accuracy, with particular attention paid to the following:

- Wards you are no longer responsible for and whose names should be deleted from your list.
- Wards you are responsible for but whose names are not on the list.
- Wards’ dates of birth.
- The amount of the estate and bond coverage listed for each ward.
- The name and position of the public agent guardian.

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to service as guardians of the person, estate or general guardians.

If you need to make changes and/or updates to your DHHS Blanket Bond list, you must still submit them in hard copy, using a DHHS-7016 (rev. 1/04) form. A copy of the form may be obtained at <http://info.dhhs.state.nc.us/olm/manuals/doa/gs/man/dhhs7016.pdf>.

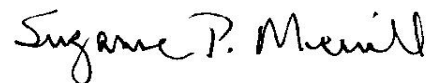
All DHHS-7016 forms containing necessary changes and/or updates to your list of wards should be mailed to:

Kate Walton, Guardianship Program Consultant  
Division of Aging and Adult Services  
Adult Services Section  
2101 Mail Service Center  
Raleigh, NC 27699-2101

### **PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY JANUARY 31, 2007.**

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818. County departments of social services may contact their Adult Programs Representatives.

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM/ksw

AFS-23-2006